

How to pay the confirmation deposit for returning students

Students will need to log in to [Buff Portal](https://buffportal.colorado.edu) (buffportal.colorado.edu) using your activated IdentiKey. If you need help activating your IdentiKey, see [Activate My IdentiKey](#).



Step 1: Students log in to [Buff Portal](https://buffportal.colorado.edu) (buffportal.colorado.edu).

example

Log in to **Buff Portal**

CU Login Name

Identikey Password

Check this box to view your [Digital ID Card](#) and reset release approvals before logging into the service. [Learn More...](#)

Continue

Trouble signing in? [We can help.](#)

To ensure you end your session with Federated Identity Service, you will need to quit your web browser when you are finished. Leaving your browser open may make you more vulnerable to another user gaining access through your account.

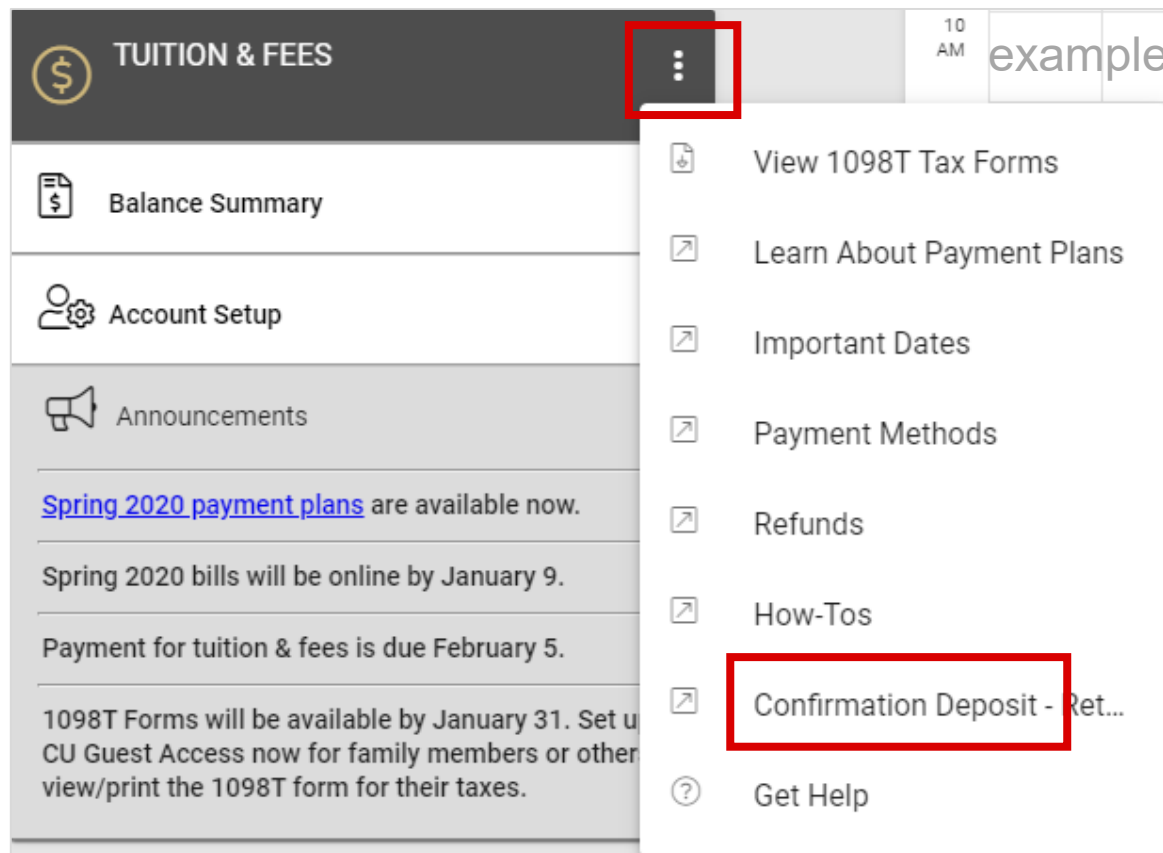
Note: Due to the nature of this authentication page loading dynamically per service, **DO NOT** bookmark the URL in your browser's address bar. Instead, bookmark the service URL (e.g. <https://voicethread.colorado.edu> or <https://qualtrics.colorado.edu>).

Step 2: Locate the Tuition & Fees card. It will be on the main Buff Portal page.

The screenshot displays the Buff Portal interface for the University of Colorado Boulder. The page is titled "Buff Portal" and includes a navigation menu. The main content area is divided into three columns. The left column contains "HOLDS AND TO-DOS" and "TUITION & FEES" cards. The middle column shows a "CLASS SCHEDULE" for Fall 2019. The right column features an "Academic Calendar" card with contact information for the Registrar's Office. The "TUITION & FEES" card is highlighted with a red border and contains the following information:

- TUITION & FEES**
- Balance Summary**
- Account Setup**
- Announcements**
- Spring 2020 payment plans are available now.
- Spring 2020 bills will be online by January 9.
- Payment for tuition & fees is due February 5.
- 1098T Forms will be available by January 31. Set up CU Guest Access now for family members or others to view/print the 1098T form for their taxes.


Step 3: Click on the card menu (the three vertical dots in the upper right corner) and then click **Confirmation Deposit**.



The image shows a screenshot of a web application interface for 'TUITION & FEES'. The header includes a dollar sign icon, the title 'TUITION & FEES', and a menu icon (three vertical dots) highlighted with a red box. The main content area is a card with several sections: 'Balance Summary', 'Account Setup', 'Announcements', and a list of notices. A dropdown menu is open from the menu icon, listing various options: 'View 1098T Tax Forms', 'Learn About Payment Plans', 'Important Dates', 'Payment Methods', 'Refunds', 'How-Tos', 'Confirmation Deposit - Ret...' (highlighted with a red box), and 'Get Help'. The background shows a partial view of a card with a dollar sign icon and the text 'TUITION & FEES'. The top right corner shows the time '10 AM' and the name 'example'.

Step 4: Click **Pay Deposit**.

Confirmation Deposit example



i If you have a Confirmation Deposit hold, pay your deposit here.

Students at CU Boulder are required to pay a one-time enrollment deposit. If you did not pay your deposit when you were admitted to the university, or you have a Confirmation Deposit hold, you may pay your deposit here. The button below will take you to CUBill&Pay so that you can complete this transaction. Your hold will be released immediately with a completed payment.


Pay Deposit

Step 5: Choose a payment method. If you pay with a credit or debit card, **you will be charged a nonrefundable 2.75 percent service fee**. We encourage you to pay from a checking or savings account (eCheck) in order to save money and avoid paying this fee charged by NelNet. Paying with eCheck is secure, fast and free.

Enter Payment Amount example

Please enter the amount you want to pay and click **Continue**.

- We encourage payment from a checking or savings account in order to avoid a nonrefundable 2.75 percent service fee (charged by NelNet Business Solutions) for each credit/debit card payment.
- You cannot pay more than your current balance.
- Other fees may apply when transferring money internationally.



Required fields are marked with an *

Payment Amount

Account:	Boulder Confirmation Deposits
Amount Due:	\$200.00
Payment Amount*:	200.00
Total Amount:	<input type="text" value="200.00"/>
Payment Method:	<input type="text" value="Select One..."/>

Card transactions for University of Colorado System are processed by NelNet Campus Commerce, USA.

Step 6: Enter payment information for your payment method you chose and click **Continue**.

If you are paying with eCheck:

Provide ECheck Information

This is a secure site. See the privacy policy link at the bottom of the page.

Please enter your eCheck information in the following fields and then click **Continue**.

NOTE: All fields are required. Please be aware that **not** all payments from brokerage, mutual fund, money market, credit card check, and home equity accounts can be made online. Please check with your bank representative.

For help, please click on the question mark next to a field.

Current Payment

Order Description:	Boulder Confirmation Deposits
Payment Amount:	\$200.00
Effective Date:	01/02/2020

Account Information

Holder's Name*:

Account Type*:

Routing Number*: ?

Account Number*: ?

Reenter Account Number*:

Contact Information

Email Address*:

Continue Cancel


If you are paying with a credit/debit card:

Service Fee Notice

*****READ THIS IMPORTANT FEE INFORMATION*****

Credit and debit card payments are processed by Nelnet Campus Commerce through PaymentSpring. Nelnet Campus Commerce provides third-party transaction processing services, operating under an agreement with your institution to process credit and debit card payments on your behalf. You will be charged a 2.75% "Service Fee" for processing your payment. This means that the Service Fee amount is calculated based on 2.75% of your total payment amount. The 2.75% Service Fee is added to your payment and will appear as a separate item on your credit or debit card statement. The Service Fee is not a fee assessed by your institution. The Service Fee is not refundable, even if the payment to which it relates is cancelled, refunded, credited or charged back.

BY USING THIS SERVICE YOU AGREE TO PAY THE SERVICE FEE.



Please enter your credit or debit card information in the following fields and then click the "Continue" button.

NOTE: All fields are required. For help, please click on the question mark next to a field.

Current Payment

Order Description:	Boulder Confirmation Deposits
Payment Amount:	\$200.00
Service Fee*:	\$5.50
Total Amount:	\$205.50
Effective Date:	01/02/2020

Credit Card Information

Cardholder's Name*:

Card Type*:

Credit Card Number*: Virtual Keypad

Reenter Card Number*: Virtual Keypad

Expiration Date*:

Contact Information

Email Address*:

Continue Cancel

Step 7: Confirm that the information is correct. Note that you will be charged a 2.75 percent service fee if you choose to pay with a credit or debit card. Click **Confirm**.

If you are paying with eCheck:

Is This ECheck Information Correct?

example

Terms and Conditions

These terms and conditions are designed to provide you information on the services we provide and outline important conditions which apply to using this service. The University of Colorado shall bear no liability or responsibility for any losses of any kind that you may incur as a result of the information you or your payees have supplied to us that is incorrect, incomplete or not timely. Such inaccuracies may result in late, service, and/or return transaction charges assessed to the tuition and fee account, as well as to initiate correcting entries for transactions in error.

Each time you initiate a one-time payment transaction, you authorize the University of Colorado to initiate an automated clearing house (ACH) debit transaction to your checking or savings account. You agree to be bound by any rules your financial institution requires for ACH debit transactions.

By confirming this transaction, you have read and agreed to the Terms and Conditions for internet payments.

- To submit a payment, click **Confirm**.
- To make changes, click **Edit**.
- To cancel a payment, click **Cancel**.

Current Payment

Order Description:	Boulder Confirmation Deposits
Payment Amount:	\$200.00
Effective Date:	01/02/2020

Account Information

Holder's Name:	
Account Type:	CHECKING
Routing Number:	307074680 (ELEVATIONS CREDIT UNION)
Account Number:	ending with 1

Contact Information

Email Address:	
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I hereby authorize the Merchant, or its Agent, to initiate a debit entry to the account indicated above at the depository financial institution named above and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law.

NOTE: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting your financial institution to request a Stop Payment Order. Please be aware that the Stop Payment Order must reach your financial institution prior to your account having been debited.

Non-Sufficient Funds Statement: Should any check be returned from the bank due to insufficient funds, the face value of the check and a NSF fee will be charged to your account.

Confirm Edit Cancel

If you are paying with a credit/debit card:

Service Fee Notice

example

*****READ THIS IMPORTANT FEE INFORMATION*****

Credit and debit card payments are processed by Nelnet Campus Commerce through PaymentSpring. Nelnet Campus Commerce provides third-party transaction processing services, operating under an agreement with your institution to process credit and debit card payments on your behalf. You will be charged a 2.75% Service Fee* for processing your payment. This means that the Service Fee amount is calculated based on 2.75% of your total payment amount. The 2.75% Service Fee is added to your payment and will appear as a separate item on your credit or debit card statement. The Service Fee is not a fee assessed by your institution. The Service Fee is not refundable, even if the payment to which it relates is cancelled, refunded, credited or charged back.

BY USING THIS SERVICE YOU AGREE TO PAY THE SERVICE FEE.

Please confirm your information below, and then click the "Confirm" button.

Current Payment

Order Description:	Boulder Confirmation Deposits
Payment Amount:	\$200.00
Service Fee*:	\$5.50
Total Amount:	\$205.50
Effective Date:	01/02/2020

Credit Card Information

Cardholder's Name:	
Card Type:	VISA
Credit Card Number:	ending with 3636
Expiration Date:	10/2021

Contact Information

Email Address:	
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Confirm Edit Cancel

Step 8: While your payment is processing, you will see this message.

Processing Payment


Processing your payment could take up to 1 minute, please wait until you receive the receipt page.


Step 9: Your deposit is now paid. If you paid with a credit or debit card, you will see two receipts and receive two separate emails: one for the confirmation deposit and one for the service fee.

If you are paying with eCheck:

Payment Receipt example

This is your receipt.

Please click the Print icon to generate a printer-friendly version for your records. 

 The payment has been submitted by Thank you.

Confirmation Number:

Payment Date: Mar 25, 2019 at 11:11 AM, MDT

Effective Date: Mar 25, 2019

Primary User Id:

Primary User Name:

Account: Boulder Confirmation Deposits

Payment Amount: \$200.00


Total Amount: \$200.00

Holder's Name:

Payment Method: CHECKING ending with

Routing Number:

Contact Info:


 Thank you for your payment.


**Separate
receipt for
service fee**

If you are paying with a credit/debit card:

Payment Receipt example

This is your receipt.

Please click the Print icon to generate a printer-friendly version for your records. 

 The payment has been submitted by Thank you.

Confirmation Number:

Payment Date: Mar 25, 2019 at 11:28 AM, MDT

Effective Date: Mar 25, 2019

Primary User Id:

Primary User Name:

Account: Boulder Confirmation Deposits


Payment Amount: \$200.00


Total Amount: \$200.00

Cardholder's Name: your name

Payment Method:

Contact Info:

 Thank you for your payment.

 The fee has been submitted by Thank you.

Confirmation Number:

Payment Date: Mar 25, 2019 at 11:28 AM, MDT

Effective Date: Mar 25, 2019

Primary User Id:

Primary User Name:

Account: Service Fee

Service Fee: \$5.50

Total Amount: \$5.50

Cardholder's Name: your name

Payment Method:

Contact Info: